

Transfer media you own to others in Video Portal

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 This article is designated for all users.

About

Media owners can transfer ownership to an individual or a group.

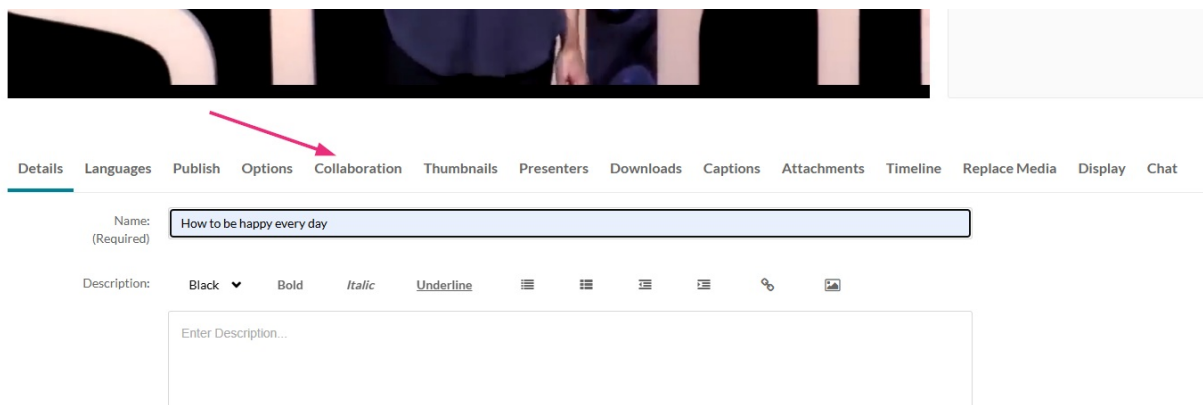


If you cannot access this functionality, ask your administrator to give you the required permission.

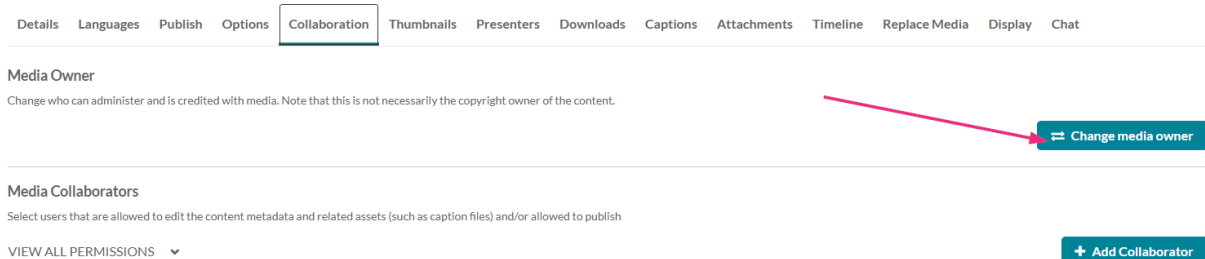
These instructions apply to the **legacy Video Portal**. If you're using the new Video Portal with Theming, see the [Content Hubs category](#).

Change ownership

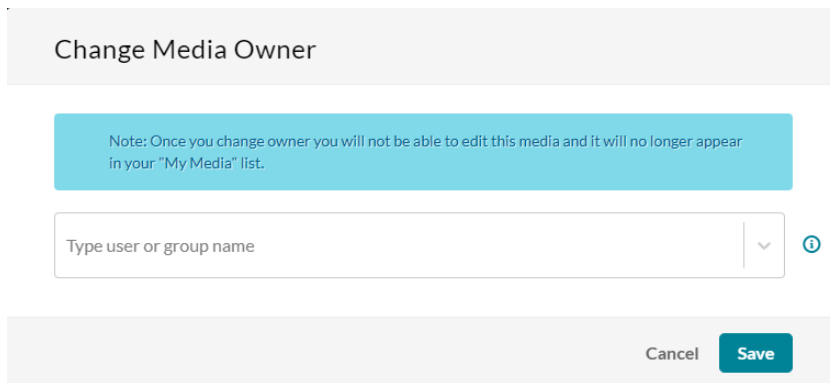
1. Access the [edit media page](#).
2. Click on the **Collaboration** tab.



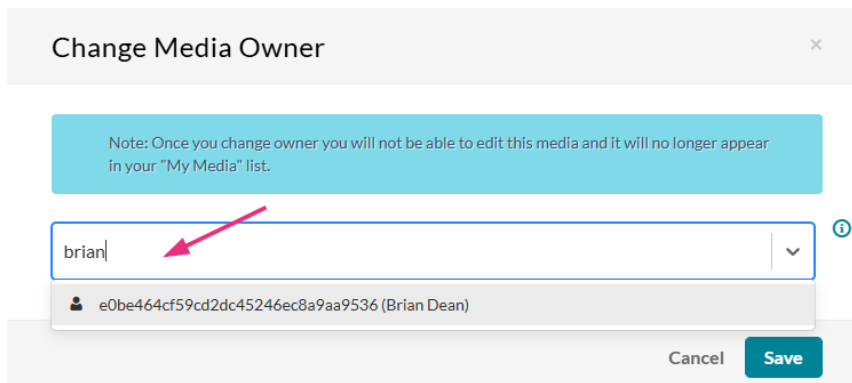
3. On the Collaboration page, click **Change media owner**.



The 'Change Media Owner' window opens.



4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from third letter and on), and press enter on your keyboard.



5. Click **Save**.

Once ownership is transferred, the new owner gains full access to the media, including the ability to [edit](#), [publish](#), and [delete](#) it.